Throughout this manual, all references to the term "President" refer to the President of Gaston College.

A. Serves as the College’s chief executive officer reporting to the Board of Trustees.

B. Provides leadership for the implementation of Board policies and corresponding organizational procedures to foster student learning and organizational success. Execute all authority and duties in accordance with the laws of the state of North Carolina (G.S. 115D), the rules and regulations set forth by the North Carolina Community College System and State Board of Community Colleges, the Board of Trustees, and the College’s policies and regulations.

C. Responsible for broad decision making with administrative authority and leadership responsibility for all aspects of college programs, including: instructional and student services; supervision and evaluation of all employees; planning and budgeting; technology; outreach and public relations; as well as coordination with the System Office.

D. Keeps the Board of Trustees informed of important College matters.

E. Prepares all recommendations/resolutions concerning the College and submit them to the Board of Trustees for approval.

F. Responsible for personnel decisions including hiring and dismissal.

G. Responsible for maintaining the organizational structure of the College.

H. Responsible for appointing committees as needed.

I. Provides leadership for the planning and development of instructional and student services programs; fiscal management; human resource management; technology; facilities; and community and government relations.

J. Provides leadership for institutional planning including development of the vision, mission, master plan, facilities plan, strategic plan, and budget.

K. Establishes college goals in keeping with Board priorities. Ensure Board policies are reviewed, followed, and developed as needed to meet the needs of the College and ensure compliance with applicable laws and regulations.
L. Informs the Board of Trustees on progress of meeting goals and priorities, including research and evaluation to support continual improvement of programs and services.

M. Provides overall leadership for the College’s accreditation process. Ensure the ongoing maintenance and oversight of the accreditation process.

N. Demonstrates a commitment to diversity and provide leadership as the College meets the educational needs of a diverse and changing community.

O. Provides leadership to enhance the continued fiscal soundness of the College by seeking and accepting donations, gifts, bequests, and similar contributions. Administer all contributions per the terms set forth, consistent with statutory provisions and regulations of the State Board of Community Colleges and ensure records are properly maintained.

P. Ensures compliance with applicable laws, policies, and regulations, including the timely filing of required reports; stay informed of laws that affect the College, anticipating how changes might impact the College.

Q. Advocates shared governance and promotes collegiality, faculty and staff cohesiveness, and respect among all college constituencies.

R. Represents the College to the community, promoting positive relationships and open communication with all constituencies; builds and strengthens cooperative partnerships with local schools, business, industry, and government to provide hands-on opportunities and internships; develops positive public relations.

S. Provides leadership in working with business and industry.

T. Provides the leadership necessary to encourage economic and workforce development within the community and develop the educational programs necessary to meet those challenges.

U. Provide leadership and demonstrate fiscal responsibility in ongoing capital construction projects that meet the College’s strategic plan.

V. Represents the College to appropriate local, state, and federal agencies, exerting influence on community college policy development; provides for continued membership in relevant associations.
W. Demonstrates the necessary leadership to show an ongoing commitment to effective enrollment management.

X. Under emergency situations, acts as the primary authority to protect the safety and health of students, faculty and staff.